



RAWAL HANIF

My Contact

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☎ +971503150986

Dubai, UAE - on employment visa

📍 immediate available
Bur Dubai Al- fahidi

Hard Skill

- Strategy
- Communication
- leadership
- Customer relationship management
- Ms Office

Soft Skill

- Flexcube oracle
- Telly Erp Oracle
- Tally accounting software ERP
- Odoo software

Education Background

NUML UNIVERSITY Islamabad

MBA FINANCE

Completed in 2020

University of Sargodha

B.com

Completed in 2015

Language

- English
- Urdu
- punjabi
- balochi

Objective

Dedicated and detail-oriented in the experience. ringing up sales, bagging items, requesting price checks, honoring coupons, collecting payment, and giving appropriate change. Responsible for counting the contents of the cash register drawer at the end of each shift, maintaining receipts, records, and withdrawals

Professional Experience

Nrsp Micro Finance Bank Ltd. | Cash officer 2020 – 2023

Key responsibilities:

- Cash handling
- Denomination wise Cash sorting
- Maintain and balancing cash drawers
- Handling withdrawals and issuing money orders or cashier checks
- Opening new accounts and helping with loan applications
- Assisting bank clients with routine financial transaction
- Counting and packaging currency
- Reconciling cash drawers
- Exchanging foreign currency
- Keeping a clean, organized work area and a professional appearance
- Using software to track bank information and generate reports.
- Following all bank financial and security regulations and procedures
- Reconcile all transactions at the end of their shift
- Promoting the bank's products and services, such as checking and savings accounts, loans, certificates of deposit (CDs) and credit cards
- Keeping customers' personal information confidential
- Communicating with other bank team members

National Logistics Corporation - Accountant 2018 – 2020

Key responsibilities:

- ERP software Module 11i and 12 (AP, AR, GL, CM, FA, and inventory Credit
- cases according to bank policy
- Data check
- petty Cash control and its audit on a regular basis
- Maintain all ledgers including cash, banks, suppliers, and store
- bank Reconciliation Statements
- Preparation of cash book for All projects
- Access Accounting software maintains all ledger and supplier accounts
- Compiling, analyzing, and reporting financial data
- Creating periodic reports, such as balance sheets, profit & and loss statements, etc.
- Maintaining accurate financial records.
- Computing taxes
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Manage balance sheets and profit/loss statements
- Handle monthly, quarterly, and annual closings